

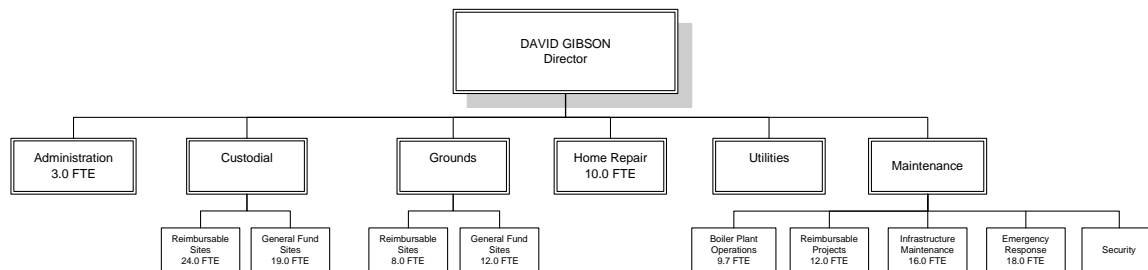
FACILITIES MANAGEMENT

David S. Gibson

MISSION STATEMENT

Our Mission is to serve the public by providing quality services enabling county departments and staff to effectively meet the expectations of their customers.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Staffing
Administration	407,397	-	407,397	4.0
Custodial	3,200,343	1,657,556	1,542,787	43.0
Grounds	1,283,962	614,736	669,226	20.0
Home Repair	-	-	-	10.0
Maintenance	6,921,299	3,300,000	3,621,299	55.7
Utilities	15,647,049	-	15,647,049	-
TOTAL	27,052,653	5,572,292	21,480,361	128.7

Administration

DESCRIPTION OF MAJOR SERVICES

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair, and Maintenance) and monitors the San Bernardino County utilities budget.

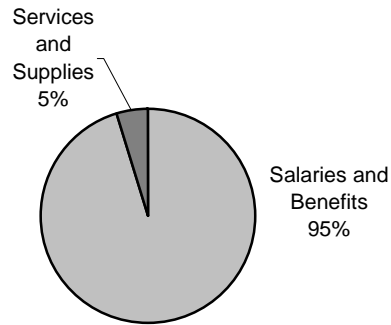
The Administration Division develops internal policies and procedures to ensure all divisions deliver quality service to their customers. The division establishes goals to assure adherence to the department's mission.

BUDGET AND WORKLOAD HISTORY

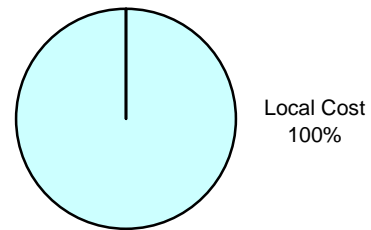
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	346,576	385,060	319,480	407,397
Departmental Revenue	284	-	350	-
Local Cost	346,292	385,060	319,130	407,397
Budgeted Staffing		4.0		4.0



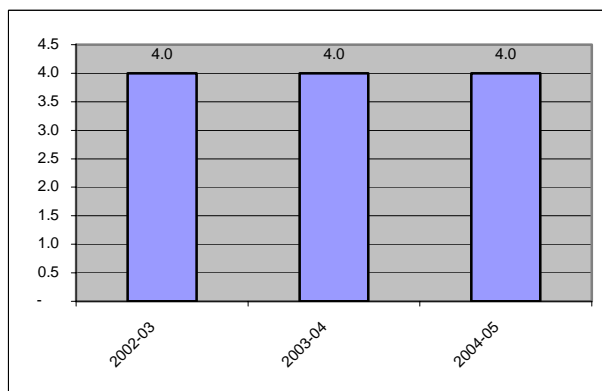
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



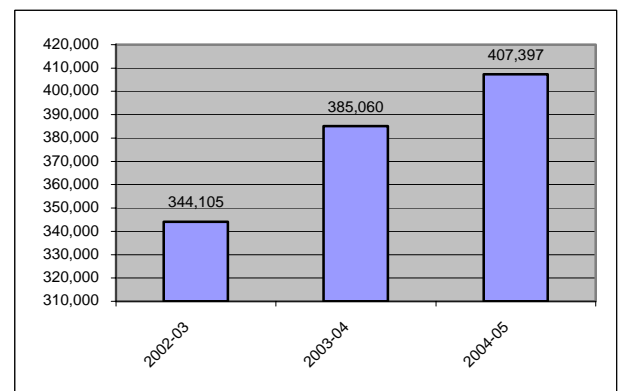
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMT
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	297,236	360,220	344,963	42,302	387,265
Services and Supplies	21,551	24,147	25,715	(6,347)	19,368
Transfers	693	693	693	71	764
Total Appropriation	319,480	385,060	371,371	36,026	407,397
<u>Departmental Revenue</u>					
Current Services	350	-	-	-	-
Total Revenue	350	-	-	-	-
Local Cost	319,130	385,060	371,371	36,026	407,397
Budgeted Staffing		4.0	3.5	0.5	4.0



DEPARTMENT: Facilities Management
 FUND: General
 BUDGET UNIT: AAA FMD FMT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	4.0	385,060	-	385,060
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	21,830	-	21,830
Internal Service Fund Adjustments	-	1,568	-	1,568
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	23,398	-	23,398
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	(0.5)	(37,087)	-	(37,087)
TOTAL BOARD APPROVED BASE BUDGET	3.5	371,371	-	371,371
Board Approved Changes to Base Budget	0.5	36,026	-	36,026
TOTAL 2004-05 FINAL BUDGET	4.0	407,397	-	407,397

DEPARTMENT: Facilities Management
 FUND: General
 BUDGET UNIT: AAA FMD FMT

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits Increase to cover step increases.	-	5,215	-	5,215
2. Services and Supplies Reduction in anticipated expenditures to balance budget.	-	(6,347)	-	(6,347)
3. Transfers Increase in charges for EHAP, EAP, CEHW	-	71	-	71
4. Salaries and Benefits Department adjustment of local cost targets allows for full year funding of a Staff Analyst II position (#6327).	0.5	37,087	-	37,087
Total	0.5	36,026	-	36,026

